



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

Peter McWalters  
Commissioner

**VACANCY NOTICE**

**April 2, 2006**

**RHODE ISLAND DEPARTMENT OF EDUCATION**

**OFFICE OF INSTRUCTION**

**EDUCATION SPECIALIST (ENGLISH LANGUAGE  
ACQUISITION/LITERACY)**

**\$67,108 - \$83,108**

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**APPLICATION PERIOD:**

All resumes must be received or post-marked on or before **April 18, 2006** or until position is filled.

**DUTIES AND  
RESPONSIBILITIES:**

See attached job description.

**APPLICATIONS:**

Send resume, all transcripts, and two current letters of reference to:

Paula A. Rossi, SPHR, Director  
Office of Human Resource Development  
255 Westminister St.  
Providence, RI 02903

Cover letter and resume may be e-mailed to [christine.arslanian@ride.ri.gov](mailto:christine.arslanian@ride.ri.gov)  
Transcripts and signed letters of reference should be mailed.

***REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN  
BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE  
JOB.***

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**Telephone (401)222-4600**

**Fax (401)222-6178**

**TTY 800-745-5555**

**Voice 800-745-6575**

The Board of Regents does not discriminate on the basis of age, color, sex,  
sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY  
EDUCATION**  
**NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Education Specialist (English Language Acquisition/Literacy)

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for leading and supporting Federal, State, and/or local initiatives to ensure compliance with applicable laws, acts, rules, and/or regulations and providing technical assistance to parents, educators, and other interested parties regarding applicable policies, regulations, and best practices based on sound second language acquisition pedagogy.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Provides assistance to teachers, local school district administrators, and parents regarding appropriate assessment and instructional strategies that will ensure academic success for English language learners.

Assists local school districts to plan, implement and evaluate teaching/learning strategies appropriate for meeting English language proficiency and academic content standards.

Develops, advises, and informs legislative and regulatory policy; participates in providing input for federal policy regarding English language learners' linguistic and academic needs and assessment outcomes.

Assists constituency and stakeholder groups, partnering State agencies, and individuals to understand federal and state policies; assists individual citizens in accessing due process entitlements under state and Federal law.

Assures families of English language learners of entitlement under State and Federal laws by ensuring that client school districts understand and implement the full intent of related Federal and State laws and regulations.

Provides support and coordination for RIDE initiatives related to the education of English language learners.

Administers statewide initiatives that continuously build State and local capacity to meet the needs of English language learners and their families.

Leads the design and delivery of state, regional, and local professional development in program design; second language teaching methods; selecting appropriate materials for instruction; administration assessment instruments; and evaluating students' language acquisition progress.

Generates technical guidance documents for use by clients to inform their efforts in meeting Federal and State policy and implementing best practices.

Develops and administers grant programs and other fiscal resources.

Serves as a State level liaison to other agencies, States, and at the national level in selected topical areas.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of educational reform, standard-based curriculum, assessment, and grant management principles and practices.

Knowledge of current research and practices in second language acquisition.

Knowledge of English language proficiency test and measurement instruments.

Knowledge of school systems, operations, and strategic planning.

Knowledge of educational best practices, including principles of special education.

Experience and understanding of various language groups.

Knowledge of professional development.

Skilled in organizing information.

Skilled in conducting action research.

Skilled in working collaboratively.

Skilled in communicating effectively, both verbally and in writing.

Skilled in making presentations.

Skilled in preparing, implementing, and evaluating grants.

Skilled in solving problems.

Skilled in managing programs and fiscal process requirements.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Skilled in the ability to communicate in Spanish or another language such as Portuguese, Cambodian or Laotian.

**EDUCATION:** Master's Degree in Education or a related field.

**EXPERIENCE:** Five years of experience in second language acquisition programs; additional teaching and program development experience in the area of literacy highly desirable.

**and/or** any combination of knowledge, skills and experience that is substantially equivalent.

**Reasonable accommodations can be made for qualified individuals with a disability.**

Date: March 2006